



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1700.4C
BUMED-M00FMC
21 Sep 2010

BUMED INSTRUCTION 1700.4C

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY SHORE SAILOR OF THE
YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10L

1. Purpose. To publish the Bureau of Medicine and Surgery (BUMED) Shore Sailor of the Year (SOY) Program. This is a complete revision and must be read in its entirety.
2. Cancellation. BUMEDINST 1700.4B.
3. Applicability. Applies to Navy Medicine Region Commanders.
4. Background. Chief, BUMED is committed to recognizing enlisted Sailors who excel in their military and professional performance. This instruction establishes the procedures for official recognition of BUMED's enlisted staff in pay grades E4 through E6 who consistently demonstrate outstanding performance. BUMED leaders are expected to support and acknowledge Sailors for their service and commitment to the mission of BUMED.
5. Eligibility. Refer to the eligibility requirements in reference (a).
6. Action
 - a. Primary Nominating Commands. Each Navy Medicine Regional Command and BUMED (UIC 00018) must conduct a competition and submit nominating packages covering the preceding fiscal year (1 October to 30 September). Submit nominations following the sample nomination format in enclosures (1) and (2) of reference (a). Packages are due to the BUMED Force Master Chief no later than 1 December each year.
 - b. BUMED Force Master Chief. The BUMED Force Master Chief will establish a board to select the top nominee from candidates submitted by the nominating commands. Nominees will be issued temporary additional duty orders to BUMED, Washington, DC, for approximately 3 days. Exact dates will be sent via separate correspondence. All official costs associated with SOY must be funded by the primary nominating command. Upon arrival at BUMED, the finalists will be interviewed and the BUMED Shore SOY selected. BUMED will forward the winner's nominating package for further competition in the Vice Chief of Naval Operations SOY program.

7. Recognition. In addition to any recognition provided by the local command, the BUMED Shore SOY nominees will be recognized through the following:

- a. An engraved plaque presented by the Chief, BUMED.
- b. All Sailors who compete at the BUMED level of competition and above will be awarded a Navy and Marine Corps Commendation Medal.
- c. All SOYs below the level of BUMED will receive Navy and Marine Corps Achievement Medals by their respective echelons.

8. Coordination. The BUMED coordinator for this program is BUMED-M00FMC, at (202) 762-3032/3030 or DSN 762-3032/30.

9. Form. OPNAV 1650/3 (Rev 7-04), Personal Award Recommendation, is available from the Navy Department Awards Web Service Web site at: <https://awards.navy.mil>.


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Distribution is electronic only via the Navy Medicine Web Site at:
<http://www.med.navy.mil/directives/Pages/default.aspx>